



City of Santa Barbara

DESIGN REVIEW SUBMITTAL PACKET

CONTENTS:

- ☐ General Information – *Pages 3 & 4*
- ☐ Resources and Guidelines - *Page 5*
- ☐ Review Process - *Page 6*
- ☐ Levels of Review - *Page 7*
- ☐ Submittal Checklist – *Pages 9, 10 & 11*
- ☐ Submittal Cover Sheet – *Page 13*

For additional submittal requirements, please obtain the following: (1) a Master Application and (2) Project Statistics Forms for Design Review Projects.

For projects that include landscaping, please obtain the following: (1) Landscape Design Standards for Water Conservation and (2) Landscape Compliance Requirements.

Additional landscaping water conservation information can be obtained at:

<http://www.SantaBarbaraCA.gov/Government/Departments/PW/WCLandscape.htm>

Please note that these forms are also available on the City's website at
<http://www.santabarbaraca.gov/Resident/Home/Forms/>

This page intentionally left blank.



City of Santa Barbara

DESIGN REVIEW GENERAL INFORMATION

1. Applications.

Incomplete plans and missing information can delay processing of applications, so please review the attached submittal requirements carefully. Applications that do not contain full and complete information and/or that do not meet zoning compliance will not be scheduled for review and will be returned to the applicant for completion. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. or by calling (805) 564-5578, Monday through Friday (except holidays or as otherwise posted) from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

2. Landscape Plans.

The "Landscape Design Standards for Water Conservation" is available with required information for projects involving landscaping. In addition, a "Compliance Statement for Low-Water Using Landscape Design" (available at the Planning Counter) must be completed, signed **and reproduced on the landscape plans** (sticky backs are not acceptable) at the time the landscape plans are submitted for building plan check.

3. Licensing Advisory.

The Business and Professions Code of the State of California and the Municipal Code of the City of Santa Barbara restrict preparation of plans for certain project types to licensed professionals. Applicants are encouraged to consult with Building & Safety or Planning Staff to verify requirements for their specific projects.

Unlicensed persons are limited to the preparation of plans for:

- Single or multiple family dwellings not to exceed four (4) units per lot, of wood frame construction, and not more than two stories and basement in height;
- Non-structural changes to storefronts; and,
- Landscaping for single-family dwellings, or projects consisting solely of landscaping of not more than 5,000 square feet.

4. Website.

Information such as: **1) Santa Barbara Municipal Code, 2) Handouts, 3) Design Guidelines, 4) Street files, 5) Planning files (a.k.a. LDT record archives), 6) Parcel information and 7) Case information**, are available online at <http://www.SantaBarbaraCA.gov> under the **Government, Residents or Business** tabs at the top of the screen. Please note that outstanding violations identified in pending enforcement cases and Zoning Information Reports and as-built construction must be addressed as part of your application. **It is important that you research information regarding the project site prior to submitting an application.**

5. Santa Barbara Municipal Code (S.B.M.C.).

When developing your proposal, **ALWAYS** refer to the actual Zoning Ordinance (Title 28 of the S.B.M.C. at http://www.santabarbaraca.gov/Government/City_Hall/Municode/) for the most complete and detailed information available. As a rule of thumb we recommend that the following sections in the Zoning Ordinance also be reviewed carefully for additional information: Definitions (S.B.M.C. §28.04), General Provisions (S.B.M.C. §28.87), and Automobile Parking Requirements (S.B.M.C. §28.90).

6. Project Statistics Forms.

Electronic versions of the Project Statistics Forms for Design Review Projects can be accessed on-line at <http://www.santabarbaraca.gov/Resident/Home/Forms/planning.htm> Once on the City's website, there will be a list of "Quick Links" on the right hand side of the page. Under the Quick

Links menu, select “Forms & Handouts” then select “Planning & Zoning Handouts” on the next screen, and then scroll down to the “Project Statistics Forms for Design Review Projects” handout on the right hand column. The handout includes instructions on how to use the excel file and how to calculate square footage. You will also find the excel version of the “Project Statistics Forms” below.

7. Measure E Square Footage.

Please note that for Measure E purposes, commercial square footage is based on inside (net) dimensions as defined in **S.B.M.C. §28.88.300.B.4.**

8. Fees.

Fees are based on the size, scope and type of project proposed. Staff will determine the appropriate application fees based on the current fee resolution adopted by the City Council. The current fee resolution is available on the City’s website. Fees must be paid at the time the application is submitted.

9. Scheduling/Submittal Deadlines.

Mondays (ABR) or Wednesdays (HLC) at 4:30 p.m. **for the next available agenda based on a first-come-first-serve basis.** Applications will be date and time stamped to assist Staff to determine project priority. Projects subject to a ten-day mailed notice period shall be submitted with sufficient lead time. If a holiday falls on a Monday, the ABR application deadline for the next meeting will be the Friday preceding the holiday. If a holiday falls on a Wednesday, the HLC application deadline for the next meeting will be the Tuesday preceding the holiday. Applications deemed incomplete by Staff shall not be placed on an agenda. Applicants are encouraged to submit prior to deadlines. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment and number of items submitted.

10. Meeting Agenda.

An agenda containing the meeting date and the time set for the item will be mailed to the people included on the application such as owner, architect, etc. Please make sure the information contained on the Master Application is complete and that it includes the current address (City, State and Zip Code) and telephone numbers for the people associated with the project. Please note that the agendas are posted on the City’s website via the “Quick Links” located on the home page at <http://www.santabarbaraca.gov/Government/Boards and Commissions/>

11. Attendance.

The applicant’s presence **is required** at the meeting. If an applicant is not present at the meeting, the item will be postponed indefinitely. If an applicant cancels or postpones an item already on an agenda, **a \$75.00 postponement fee** will be charged and the item will be postponed indefinitely. In order to reschedule the item for review, the applicant must pay the \$75.00 postponement fee, submit a Supplemental Application Form to the Planning Counter at 630 Garden Street (Community Development Department) and submit appropriate plans.

12. Substitution of Plans.

The substitution of plans is restricted. If you change your project scope in any way from what was printed on the agenda on the day of your hearing, then you must complete and submit a Supplemental Application Form which is available at the Planning Counter. **Please note that substitution of plans is not allowed for projects scheduled for Public Hearings, Preliminary Approval or Final Approval.**

13. Appeals.

Any decision by the ABR or HLC may be appealed to the City Council (See SBMC §22.68.080 or 22.22.170). For further information on appeals, contact the Planning Division or the City Clerk’s office. Said appeal must be in writing, include the appeal fee as established by the current fee resolution adopted by the City Council and must be filed with the City Clerk’s office located at City Hall (735 Anacapa Street, Santa Barbara) within ten (10) calendar days of the meeting at which the Board or Commission took action or rendered its decision.



City of Santa Barbara

DESIGN REVIEW RESOURCES AND GUIDELINES

For availability of the following, please refer to the City of Santa Barbara's website at www.SantaBarbaraCA.gov or the Planning Counter at 630 Garden Street between the hours of 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., Monday through Friday (except Holidays).

PERMIT HISTORY OF PROPERTY – *It is the responsibility of the applicant to research the permit history of the property. This includes reviewing the archive plans, street files and planning files. Street and planning files (a.k.a. LDT files), and archived plans are located at the Records and Archives counter (located at 630 Garden St. (805) 564-5554). Please note that requests to view archived plans are on an appointment basis. Copies of the Zoning Ordinance may be purchased at the City Clerk's Office at City Hall (735 Anacapa St. (805) 564-5309).*

Architectural Board of Review:

- Airport Design Guidelines
- *Architectural Board of Review Guidelines
- Architectural Board of Review Ordinance
- *Haley-Milpas Design Manual
- Upper State Street Area Design Guidelines

Historic Landmarks Commission:

- *Guidelines - El Pueblo Viejo District
- Historic Landmarks Commission Ordinance
- Rules and Procedures
- State Street Landscaping Guidelines

Both Architectural Board of Review and Historic Landmarks Commission:

- Design Review Requirements for Single Family and One-story Duplex Projects (*N.P.O. Checklist*)
- Landscape Design Standards for Water Conservation
- Landscape and Irrigation Summary Table
- Questions and Answers regarding Landscape Design Standards for Water Conservation
- Questions and Answers regarding Mailed Noticing for Design Review Hearings ABR & HLC
- *Single Family Residence Design Guidelines
- Water Efficient Landscaping List of Free Materials
- Waterfront Area Design Guidelines

Sign Committee:

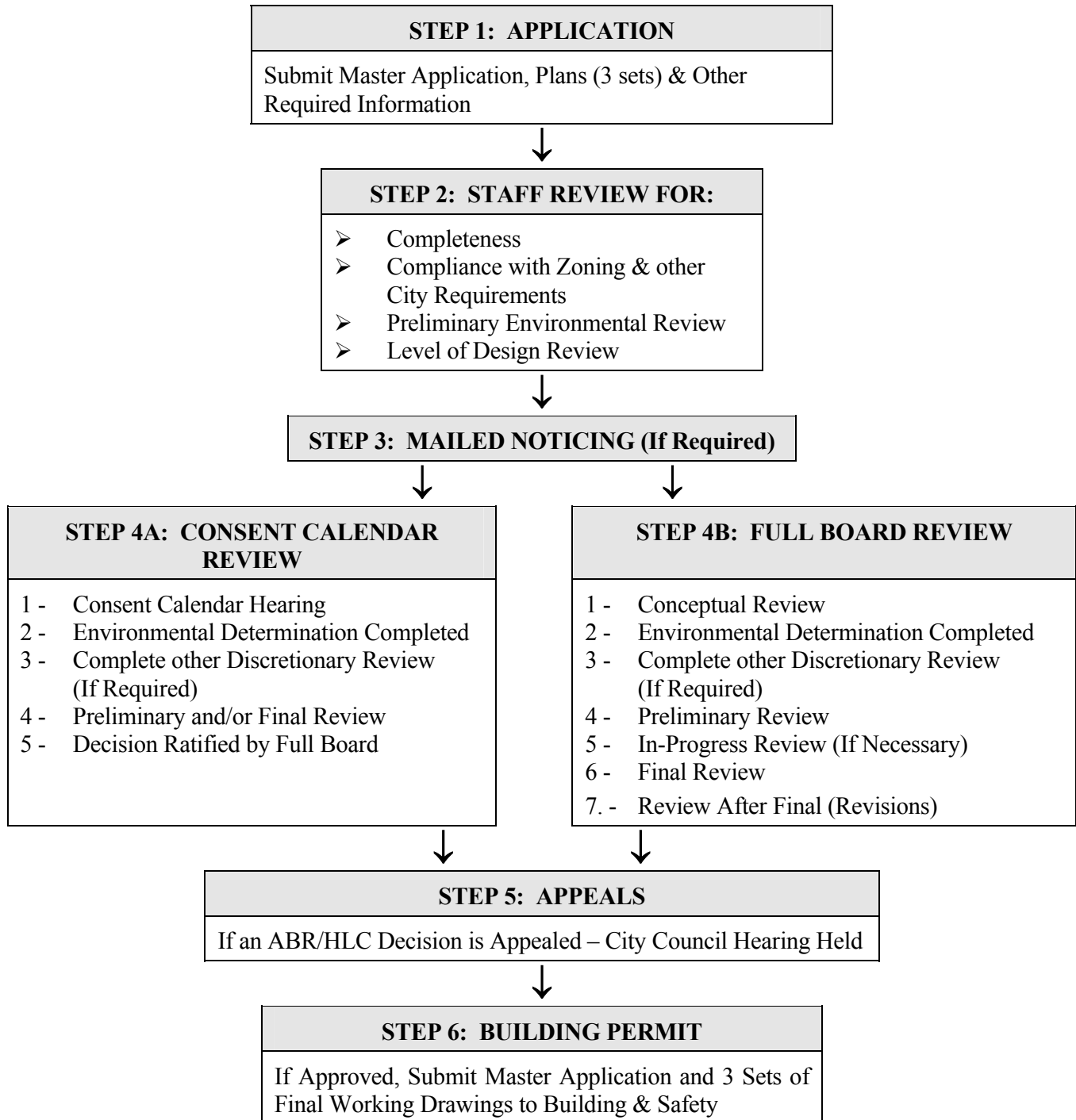
- Sign Ordinance
- Sign Pamphlet
- Sign Review Guidelines
- Sign Submittal Checklist

**These documents require fees associated with the cost of reproduction.*



City of Santa Barbara

DESIGN REVIEW REVIEW PROCESS





City of Santa Barbara

DESIGN REVIEW LEVELS OF REVIEW

- **CONCEPT** - This is the first level of plan review for a project at Full Board. Applicants are encouraged to come in with sketches and/or very conceptual drawings. The Board usually gives comments to guide the applicant on the design of the project so that it can advance to the next level of review, which is preliminary. The Board may give a preliminary approval if sufficient information has been given and no other discretionary review is required.
- **PRELIMINARY** - This is the second level of plan review for a project at Full Board. The Board reviews comments made at the concept level and does a more extensive review of the project. For purposes of Government Code 65950, a Preliminary Approval shall be considered to be "approval" of the project by the Board and concludes the discretionary phase of project review; however, final approval is still required prior to application for a building permit. It determines the site plan configuration and design that must be followed in the working drawings. All other discretionary approvals must be completed prior to preliminary approval being granted.
- **IN-PROGRESS** - This is an interim level of plan review for a project at Full Board. If the Board has expressed concern about a specific item (e.g. roof, details, etc.) the applicant may be requested to submit "In Progress" drawings to assure that the drawings are consistent with the preliminary approval. This process may occur several times before a project can be submitted for final review.
- **FINAL** - This is the third level of plan review for a project at Full Board. If the completed working drawings for the project meet all of the conditions set at the preliminary level and the plan details are provided, such as color samples, roof materials, window details, door hardware and exterior lighting fixtures, then final approval may be granted. Final plans will be approved if they are in substantial conformance with the plans given preliminary approval.
- **REVIEW AFTER FINAL** - This is the fourth level of plan review at Full Board available for projects that have been given final approval. Review after final occurs when there is a proposed change to a project after final approval has been granted. An applicant must submit a supplemental application along with revised plans and appropriate fees.
- **CONSENT CALENDAR** - This level is primarily for minor changes to existing buildings, such as change of window styles, awnings, change of roof materials, etc. The Consent Review is a meeting with one member of the Board, whose decision is not final until acted upon by the Full Board at the regular meeting. Items are scheduled on the Consent Calendar after determination by Design Review Staff or at the direction of the Full Board.

This page intentionally left blank.



City of Santa Barbara

DESIGN REVIEW SUBMITTAL CHECKLIST

The following **must** be supplied before a project can be scheduled before the Architectural Board of Review or Historic Landmarks Commission:

1. **Completed Master Application Form** – The Master Application must include required signatures or an owner/authorization form. The application and authorization form may be obtained at the Planning Counter located at 630 Garden Street or on the City's website (<http://www.SantaBarbaraCA.gov/Resident/Home/Forms/>).
2. **Letter from Homeowner's Association (if applicable)** – For projects that have a Homeowner's Association, a letter from the Homeowner's Association is required to be submitted with the application.
3. **Completed Submittal Cover Sheet** (*see Page 13 of this packet*).
4. **Completed Project Statistics Forms** (*obtain forms online or at the Planning Counter*).
5. **Photographs:** (*Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Modifications, Coastal review, etc.).*)
 - ☐ Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). (*Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.*)
 - ☐ Composition panoramic view of the site. (*Please refer to sample boards available at the Planning Counter.*)
 - ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3"x5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
 - ☐ Mount and **label** each photograph for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. (*Please refer to sample boards available at the Planning Counter.*)
6. **Plans** (Three (3) sets of plans folded to 8 ½" x 11" and attached). Plans must be a **minimum** of 18" x 24" and each set must include the following:
 - a. **Site Plan**
 - ☐ **Legend**
 - Land Use Zone
 - County Assessor's Parcel Number (APN)
 - Slope of property (percentage)
 - Existing, required, and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered or uncovered.

- Scope of work – to include all work proposed as part of the project
- Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for proposed uses
- Multi-residential projects proposing **Variable Density**; include number of bedrooms per unit
- Gross **and** Net square footages for each existing and proposed structure/s and/or unit(s) to be demolished, and new proposed structure(s) and/or unit(s). *(Please refer to the “Project Statistics Forms for Design Review Projects” for definitions of gross and net square footages).*
- Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards)
- Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards)
- Completed Project Statistics Forms (if not submitted separately)
- ☐ Vicinity Map showing relationship to surrounding streets and lot pattern.
- ☐ Site Plan Details
 - North arrow
 - Scale of drawing
 - Site topography
 - Location of all existing, demolished, and proposed structure(s) and use(s)
 - Location of all existing, demolished, and proposed parking
 - Dimensions of the property and all building(s), structure(s), and parking
 - Setbacks from property lines to all building(s), structure(s), and parking on the property
 - Open Yard Area for Single Family Zones. For Multiple Units and Mixed-Use Developments show the Private Outdoor Living Space and Open Yard Area.
 - Distance between existing & proposed buildings
 - Location of all fences and walls and indicate heights
 - Footprints of adjacent structure(s)

b. Elevation(s):

- ☐ Label each elevation
- ☐ Scale of drawing
- ☐ Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
- ☐ Heights of building(s) and structures involved in the project as defined by S.B.M.C. §28.04.100
- ☐ Residential development in residential zones must show compliance with the Solar Ordinance S.B.M.C. Chapter 28.11 (Please refer to the Solar Handout available online).
- ☐ Identify both existing and finished grades
- ☐ Cross-section drawings of land areas being cut or filled

- ☐ Indicate changes in color (*samples will be required for final approval*)
- ☐ Indicate changes in exterior material(s) (*samples may be required for final approval*)
- ☐ Exterior lighting – include cut sheet of fixture & wattage proposed (Show compliance with the Outdoor Lighting Ordinance – S.B.M.C Chapter 22.75)
- c. Floor Plan(s):
 - ☐ Scale of drawing
 - ☐ Label each floor plan when multiple levels apply
 - ☐ Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered.
 - ☐ Label all rooms
- d. Landscape Plan(s) (*If applicable*): (See the Landscape Design Standards for Water Conservation)
 - ☐ Indicate total area landscaped in square footage and percent of total site
 - ☐ Show all existing and proposed plant material and indicate species and size
 - ☐ Indicate with an X through trees proposed to be removed
 - ☐ Indicate the location and identify all paved surfaces
 - ☐ Indicate irrigation system
 - ☐ A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check).

7. Public Notice Requirements (*if applicable*):

- ☐ a. Property Owner mailing labels. The City will provide property owner labels for a fee. Otherwise, please obtain the “Mailing Label Preparation for Property Owners” handout for more information on the required noticing distance and how to prepare mailing labels for your project. Be sure to include labels for all involved applicants (i.e., agent, architect, etc).
- ☐ b. Affidavit signed by the person who compiled the mailing labels, if not prepared by the City.

8. Fees: Fees must be paid at the time the application is submitted.

**NOTE: Please be advised that depending on the scope of the project, additional information may be required by Staff.*

This page intentionally left blank.



City of Santa Barbara

DESIGN REVIEW SUBMITTAL COVER SHEET

Why is Design Review Required? The purpose of this checklist is to verify that Design Review is required for your project. If it appears that Design Review is not required, please verify with Planning Staff to determine why the project is exempt. **Check the appropriate boxes listed below for each category that is applicable.**

Project Address: _____ **MST:** _____

Application for Design Review by: ☐ ABR ☐ HLC

What year was the oldest structure on site built? _____

Why is Design Review Required? (more than one may apply)

- ☐ Accessory Dwelling Unit (R-2 Zone only)
- ☐ City Property/City Project
- ☐ Mission Area Design District (1,000 feet of EPV II - NPO Question 3)
- ☐ Mixed-use development
- ☐ Multi-residential development
- ☐ Non-residential building(s)/structure(s)
- ☐ NPO Checklist Criteria: ☐ Question 3 ☐ Question 5 ☐ Question 6
☐ Question 13 ☐ Question 15 ☐ Question 16
- ☐ Planning Commission/City Council Conditions of Approval
- ☐ Secondary dwelling unit (Granny flat)
- ☐ Two or more detached units on a lot
- ☐ Two-story Duplex
- ☐ HLC ONLY: Brinkerhoff Design District (NPO Question 2)
- ☐ HLC ONLY: El Pueblo Viejo District Part I or II (NPO Question 2)
- ☐ HLC ONLY: An Historic District
- ☐ HLC ONLY: A Designated Historic Resource (National Register of Historic Places, the California Register of Historic Resource, a City Landmark or a Structure of Merit).
- ☐ HLC ONLY: Referral based on Scope of Work and Historical Assessment.

Please sign and date the bottom of this sheet to acknowledge that you have verified the following:

Signature (applicant or agent)

Date